|  |  |  |  |
| --- | --- | --- | --- |
| **Trainers Name** | **Trainers Designation** | **Trainers Signature** | **Date** |
| A Blogs | Keyworker/ Supervisor | A Blogs | 29/01/2012 |
|  |  |  |  |
| **Trainees Name** | **Trainees Designation** | **Trainees Area of Work** | **Signature** | **Date** |
| S Peppers | Cook | Moot lodge | S Peppers | 29/01/2012 |

# Derbyshire Inter-Agency Group – Individual Training Record



DIAG

This form is deemed to have been completed once all relevant sections relating to manual handling theory, equipment and

activities being carried out by the trainee have been covered. This training record must be completed on an annual basis between

1st April – 31st March, once the record is complete it should be kept in the trainee’s personnel file.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Manual Handling Theory**DIAG code of practice and Manual Handling of people eLearning or workbook | **Date covered /****Trainee****Signature** | **Manual Handling Activity**Please add relevant activities below | DiscussDatecovered | DemoDatecovered | PracticeDatecovered | **Comments /****Trainee Signature** |
|  Incidence of musculoskeletal injuries | 20/10/12 S Peppers  | Milk Deliveries | 22/11/12 | 24/11/12 | 24/11/12 | S Peppers |
|  Causes of musculoskeletal injuries | 20/10/12 S Peppers  | Dried goods Deliveries | 24/11/12 | 24/11/12 | 24/11/12 | S Peppers |
|  Effects of musculoskeletal injuries | 20/10/12 S Peppers  | Vegetable Deliveries | 22/11/12 | 22/11/12 | 22/11/12 | S Peppers |
|  Structure & function of the spine | 20/10/12 S Peppers  | Loading and unloading  |  |  |  |  |
|  Ergonomics & Risk Assessment | 20/10/12 S Peppers  | Dishwasher | 22/11/12 | 22/11/12 | 22/11/12 | S Peppers |
|  Legislation | 20/10/12 S Peppers  | Loading and unloading |  |  |  |  |
|  DIAG | 20/10/12 S Peppers  | Hot food trolley | 22/11/12 | 22/11/12 | 22/11/12 | S Peppers |
|  Policy and Procedures - Adult &  Local Services and Cumbria Care  | 20/10/12 S Peppers  | Transferring pans between stove & sink | 22/11/12 | 22/11/12 | 22/11/12 | S Peppers |
|  General Advice | 20/10/12 S Peppers  |  |  |  |  |  |
|  Safe Movement Principles | 20/10/12 S Peppers  |  |  |  |  |  |
|  Load Handling | 20/10/12 S Peppers  |  |  |  |  |  |
| Manual Handling Equipment | DiscussDatecovered | DemoDatecovered | PracticeDatecovered |  |  |  |  |  |
| Sack trolley | 22/11/12 | 24/11/12 | 24/11/12 |  |  |  |  |  |
| Kitchen trolley | 22/11/12 | 22/11/12 | 22/11/12 |  |  |  |  |  |
| Hot food trolleys | 22/11/12 | 22/11/12 | 22/11/12 |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

## INANIMATE LOAD HANDLER TRAINING RECORD

When completed please send a copy to the Cumberland Care Training Team as all training must be recorded on Trent

### ACTIVITY CHECKLIST

### STATEMENT OF COMPETENCE

|  |  |  |
| --- | --- | --- |
| Principles | **Does the activity comply with the principles √** | Description and the Date of the Activity |
| Moving and handling of heavy, bulky and hot items during S Peppers daily job as a cook in the kitchen22/11/2012 |
|
| **Offset Base** | **√** | Comments and control measure |
| Deliveries - Susan explained that when deliveries arrive Susan will direct the driver to place heavy items in the area that they are stored. Susan will then decant as much stock from the bags as she requires, thereby reducing the need to move heavy loads.If the driver could not deliver some items Susan explained she would use the sack trolley to move items and reduce the load to ensure each load is manageable.I observed Susan splitting down a delivery of milk she moved the load by carrying a few bottles out of the load at a time.I observed Susan moving hot pans between the stove and the sink using a trolley. Susan also had used two pans to reduce the weight. I asked Susan if there were any difficulties that she encountered regarding manual handling how would she resolve them, Susan explained she would either use her manual handling knowledge to solve it or ask for advice from the manual handling keyworker**Trainers Name:** A Blogs **Trainees Name:** S Peppers**Signature:** A Blogs **Signature:** S Peppers**Date:** 31/1/12 **Date:** 31/1/12 |
| **Close Proximity to the Load** | **√** |
| **Mobile Base** | **√** |
| **Avoid Top Heavy Postures** | **√** |
| **Avoid Twisting** | **√** |
| **Avoid Sustained Loading** | **√** |
| **Avoid Fixed Holds** | **√** |
| **Lead with the Head** | **√** |
| **General Advice**-Avoid if possible-Assess activity-Record activity-Promote independence if the person using the service is involved-Communication with staff-Personal responsibilities | **√** |